

## **GOOD NEWS PROJECT, INC. POLICIES**

### **Financial Policies**

#### **1. Volunteer Trip Fees (Approved by the Good News Project, Inc. Board of Directors on April 16, 2007. Revised March 31, 2009. Revised May 13, 2013.)**

- The fees to travel to one of the Caribbean Islands as a volunteer include the cost of the airline ticket and a participation fee which covers room and board and other costs. Each year our finance committee establishes the participation fee for volunteer trips.
- All volunteers who apply to go to one of the Caribbean Islands will be automatically signed up for travel insurance through Travel Guard International. The insurance will cover up to \$500 of their participation fees. There is no additional charge to the volunteer for this insurance. If the volunteer chooses to upgrade his/her insurance to include all of the participation fee and the cost of the airline ticket, he/she may do so at their own expense.
- Volunteers who apply to go to one of the Caribbean Islands must pay a deposit when they submit their application form. This deposit is non-refundable unless trips are cancelled by Good News Project.
- The balance of the total fee due (cost of the airline ticket plus the participation fee) must be paid no later than thirty (30) days prior to the date the volunteer leaves on the trip.
- If the volunteer cancels the trip 90 days or more prior to the trip departure date, all fees paid to the date of cancellation less the non-refundable deposit will be refunded to the volunteer.
- If the volunteer cancels within 90 days of the trip departure date, none of the fees paid to the date of cancellation will be refunded. In this instance the volunteer should seek reimbursement for any fees paid to date from the travel insurance policy provided by Travel Guard International. A credit or voucher from the airline for the canceled airline ticket may also be available.
- Volunteers who go to the Caribbean Islands normally go for a two week period. In those cases where a volunteer goes for only one week, he/she will be charged a minimum of 65% of the participation fee.
- Volunteers who assume extra duties (as defined by the Board of Directors) may have their GNP participation fee for the two weeks of service waived by the Good News Project, Inc.